

## Message from Julian Duxfield, Director of HR

Who could have guessed at the start of the pandemic that we would have been working like this for over a year. As we pass this challenging milestone I want to acknowledge the professional and personal impact that this has had on all of us, and recognise our achievements during this time.

There have been lots of new experiences, from Teams and Zoom calls to adapting to whole new ways of working and policies such as the furlough/Job Retention Scheme, as well as ensuring that we have the right tools in place to make our workplaces COVID-secure for our eventual return to 'normal' office life.

I would like to express my personal thanks for the resilience and resourcefulness that you have all demonstrated this year and for continuing to deliver incredibly high standards: Thank you! It does now feel like there is light at the end of the tunnel and I hope that this light continues to get brighter and closer.

## HR self-service: home address changes

The Pensions team have reported that staff have been contacting them directly to ask for home address details to be updated. The pensions team use the address field in CoreHR and since the introduction of [HR self-service](#), staff have been able to update their home address details directly within CoreHR.

Please also note that it is your own responsibility to notify HMRC of a home address change. This can be done by using the online Personal Tax Account. Find out more on the [Payroll Tax website](#).

## NEW WAYS OF WORKING

The [New Ways of Working project](#) aims to provide a framework for how individuals and teams in professional services can work most effectively in the future. It draws on what we have learned during the pandemic about the opportunities and challenges of remote working.

A draft framework, and detailed guidance for individuals and line managers, has been drawn up and a number of departments are piloting these for a month from mid-April. The experience of the pilots and consultation with colleagues across the University will ensure that the approach and supporting materials can be used widely and effectively, in line with local needs and priorities. Feedback has also been gathered from the Professional Services Conference which ran on 19 April and included a session on New Ways of Working.

## "Our Mental Wellness" seminars

The Department of Experimental Psychology's "Our Mental Wellness" online lecture series continues. The series aims to inform, dispel myths and generate discussion on a range of mental health topics. The next talk is "Coping with Trauma", led by Anke Ehlers. It will be on **6 May** from **10-10.45am** via Zoom.

*Most of us will experience a traumatic event at some point in our lives. Following trauma, we may experience unwanted distressing memories and feel a wide range of negative emotions. Our sense of self and the world may also change. This talk will discuss research findings on helpful and unhelpful ways of coping with trauma.*

[Find out more and register](#)

January's planned talk on [Overcoming mistrust and paranoia](#) had to be rescheduled and will now be held on 20 May.

[Catch up on previous talks on Youtube](#).

## Supporting staff suffering domestic violence

There has been much concern about the potential increase in domestic violence during this period of isolation. We have reviewed and updated our guidance and published some new information regarding [workplace support for domestic abuse](#). This includes links to additional general resources as well as specific support for women, men, the LGBT community, parents and children.

## Visa loan scheme

The [Visa Loan Scheme](#) has been extended to cover the fees of dependant(s) for 'hotel quarantine' if this is required because they are coming from, or travelling through, a ['red list country'](#).

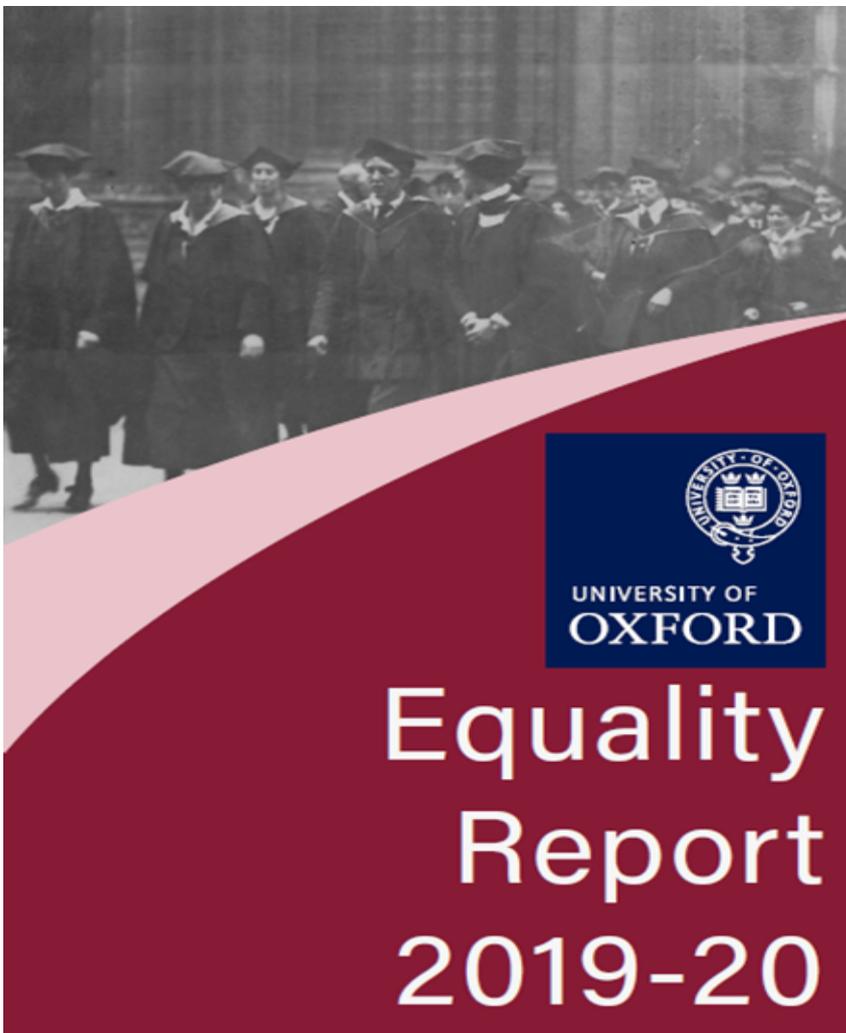
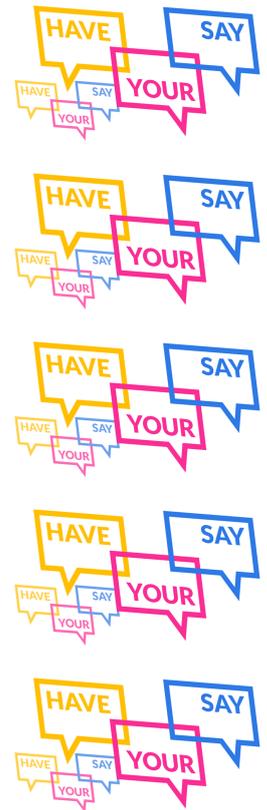
## Staff Experience Survey 2021

The University's Staff Experience Survey is an important opportunity for staff to tell us what they value about working at Oxford and where they would like to see improvements. The results of the 2021 survey will inform important University-wide initiatives. These will include renewal of our institutional Athena SWAN, Race Equality Charter and Stonewall Workplace Equality Index awards as well as HR-led projects around bullying and harassment, wellbeing, and pay and reward. Results will be available – and actions formulated – at both institutional and local levels.

The survey will be open from **27 April to 18 May**. Each member of staff will receive a personalised email inviting them to take part. For the first time we have engaged an external supplier, People Insight, to run the survey on our behalf. All survey responses will go directly to People Insight and be fully de-identified before any data is shared with the University, so staff should feel confident to be completely open and honest.

People's experiences during the COVID-19 pandemic have been very different and this makes it more important than ever to hear the views of staff. We know that many colleagues are dealing with additional pressures at the moment but we hope that they will spare the time to take part.

Read more [about the 2021 survey](#). Read the [report of the 2018 survey](#) including the changes that were introduced.



## Equality Report 2019-20

The [University's annual Equality Report for 2019-20](#) was published on 30 March. The cover image commemorates the centenary of the first degrees for women.

The report highlights the University's progress towards its equality objectives for 2016-2020, including:

- Meeting targets for the representation of women across University leadership roles, Committees of Council and Statutory Professors
- Improving our position in Stonewall's Top 100 employers list
- Meeting two key undergraduate admissions targets

New objectives are currently being developed via the institutional Athena Swan and Race Equality Charter renewal processes.

Staff and student diversity data have simultaneously been published in an accompanying Excel document to ensure accessibility.

## Reward updates

### Thank You Board

The [Thank You Board](#) was launched in February and we have already posted over 100 Thank You Notes from around the University. We have received really positive feedback about the board and it's a great way to thank colleagues around the University for their help and support.

If you would like to post a message, please visit the Thank You Board and complete a quick online [web form](#).

### Gender pay gap report

The University has published its fourth gender pay gap report and it is pleasing to see that there is a further reduction in the mean gender pay gap, which has reduced from 21.6% to 20.1% from 2019 to 2020 and has fallen by 4.4% since the introduction of gender pay gap reporting in 2017. The median pay gap remains unchanged at 13.7%. It is recognised that further progress needs to be made and the actions being taken to address the gap are set out in the [Gender Pay Gap Report](#). Analysis of the gender pay gap indicated that pay gaps differ considerably across the academic divisions, and therefore the actions to reduce the gap may differ. Work is underway with divisions to analyse the gender pay gaps and establish any divisional specific actions.

### The 2021 Recognition of Distinction Exercise

The 2021 Recognition of Distinction exercise has launched. Under the exercise, all those making a significant and sustained academic contribution to the University are eligible to apply for professorial title. The closing date for applications is 12 noon on Tuesday 4 May 2021. The [Call for applications and procedures](#) document is available on the HR website.

### Pay awards

The national pay negotiations for **non-clinical staff** have commenced. UCEA conducts collective pay negotiations with the five HE trade unions on behalf of a significant number of UK HE institutions and we remain committed to these national negotiations. Once agreed for implementation the University applies the uplift to all staff on non-clinical grades. Information on the negotiations, including key dates and updates from UCEA can be found on the [reward website](#).

The University has received notification from UCEA of a 2% pay uplift for members of **clinical staff** below the level of consultant. In accordance with the University's governance arrangements, implementation is subject to approval from Personnel Committee and the Planning and Resources Allocation Committee. Further information will be provided for departments which employ clinical staff in the next few weeks. Clinical academic salary scales for medical consultants have not yet been published by the government.

### Oxford Living Wage

In April's payroll all members of staff who are on the initial point of the University's salary scale, will receive a 1% raise in salary as a result of the increase in the Oxford Living Wage. The hourly rate increases from £10.21 to £10.31 per hour, increasing the lowest salary from £19,379 to £19,568. Recruitment staff should advertise using the [salary scale dated 1 April 2021](#).

## Eduroam: action required

If you are returning on site and want to use the eduroam Wi-Fi service, you must take action to reconnect. The security certificate for connecting to eduroam Wi-Fi has been replaced which means that everyone connecting to eduroam using a laptop, phone or tablet computer will need to set up Wi-Fi on their device again. It's easy to do – [find out how](#).